

| <b>MINNESOTA DISTRICT COURT<br/>2<sup>nd</sup> JUDICIAL DISTRICT<br/>POSITION ANNOUNCEMENT</b>   |   |  |
|--|---|--|
| <b>OFFICIAL STENOGRAPHIC COURT REPORTER<br/>ELECTRONIC COURT REPORTER</b><br><b>Appointing Authority: The Honorable M. Michael Monahan</b> |   |  |
| <b>OFFICE &amp; LOCATION</b><br>2 <sup>nd</sup> Judicial District<br>1700 Courthouse<br>St. Paul, MN                                       | <b>CLASS</b><br>Official Stenographic Court Reporter<br>or Electronic Court Reporter<br>Teamsters | <b>WORK SCHEDULE</b><br>Monday – Friday<br>8:00 – 4:30 |

**DESCRIPTION:** The Honorable M. Michael Monahan, who is chambered in the Ramsey County Courthouse, St. Paul, Minnesota, is seeking an official stenographic **or** electronic court reporter. This is highly responsible technical work. The primary function is to capture verbatim recording of court proceedings using a stenographic machine or electronic recording equipment and to prepare and distribute transcripts in accordance with rules of court, opinions, state statutes, legal guidelines and policies. Additionally, the court reporter serves as the appointing authority's confidential assistant. The court reporter exercises considerable independent judgment in all aspects of job performance. Work is reviewed and evaluated by the appointing authority.

**MINIMUM QUALIFICATIONS:**

**Stenographic:**

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and,
- A Registered Professional Reporter (RPR) designation from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

**Electronic:**

- Graduation from high school supplemented by course work in secretarial sciences or paralegal training and experience in a law or court office.
- Ability to successfully complete the Electronic Court Reporter certification exam as administered by the Minnesota State Supreme Court.

**RESPONSIBILITIES:**

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings
- Reads back testimony upon request
- Mark and record exhibits as presented at hearings
- Types findings of fact, memorandums of law, orders, legal papers and correspondence in the performance of duties as secretary for the judge
- Prepares transcripts and court orders
- Maintains accurate and complete files and records
- Maintains awareness of Rules, Statutes and policy changes/additions/deletions
- Serves as confidential assistant and secretary to appointing authority
- Some travel may be required

**SALARY RANGE:** \$16.99 hourly - \$26.35 hourly - All new reporters will be hired at the base salary. Court reporters with experience, may be adjusted upward to the mid-point of the salary range, based upon their experience. The employee will be a State of Minnesota employee and will be eligible for state benefits.

**APPLICATION DEADLINE:** Open until filled.

**TO APPLY:** Applications can be downloaded from [www.courts.state.mn.us](http://www.courts.state.mn.us) or by calling 651-266-8266. Submit your resume and application to: **Judicial Administration, Position No. 00317390, 1700 CH, 15 W. Kellogg Blvd., St. Paul, MN 55102.**

**EOE**